Lock all monies in the Closing Book Fair Packet Envelope in the cashbox. You may need to fold the packet to fit it.

Place the locked cashbox in the library office cabinet and lock it with the key provided.

Tape the cashbox key to this folder.

Lock the library office door with the key provided.

Lock the lab door that connects the library to the computer lab with the key provided.

Tape the Register 1 and 2 keys into this folder.

Shut off all lights. (Switches are behind the internal wooden doors just to the left of the cashier station as you enter the library. The posters are in a box near this door.)

Lock the library front doors with the key provided. You can also push in the little silver buttons on the door also. Tape this key back into the folder.

Please have the night custodians (Ron Brooks or Sherrie Torres) unlock the main office up for you to leave this secret folder with all the taped keys in Liz Ryan’s (librarian) mailbox to the left in the office.